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APPENDIX B

SOPA ADMIN LITTLE CREEK SUBAREA VA

1. Regional Supply Office (RSO)a. RSO Oceana

(1) Mission: Provide general and aviation support, including receiving, storing, issuing, packing, shipping, and inventory services to the installation, fleet and fleet squadrons and organizational and intermediate level aircraft maintenance operations at various sites in the Norfolk area. Provide and operate fuel storage, distribution and servicing facilities.

(2) Fleet Functional Support

- (a) Procurement
- (b) Requisition Processing
- (c) Fuel Services
- (d) Material Receipt and Delivery
- (e) Pickup Support
- (f) Deployed Aviation Support

(3) Points of Contact (POC)

	<u>BLDG</u>	<u>DSN/COMM</u>
Regional Supply Officer	730	433-2297 (757) 433-2297
Assist (RSO)	730	433-2298 (757) 433-2298
Procurement	730	433-3371 (757) 433-3371
Requisition Processing	730	433-2971 (757) 433-2971
Fuel Services	603	433-5102/5777 (757) 433-5102
Material Receipt/Delivery	720	433-2394 (757) 433-2394

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Packup Support	720	433-2393 (757) 433-2393
Deployed Aviation Support	513	433-4674/4616 (757) 433-4674
Inventory	730	433-2635 (757) 433-2635
Duty Supply	730	433-2642 (757) 433-2642

(3) Hours of operation

	<u>DAYS</u>	<u>TIME</u>
Weekdays		
Main Supply	M - F	0730-1600
Customer Service	M - F	0700-1600
Procurement	M - F	0730-1600
Fuel	M - F	24 hours
Material Receipt/Delivery	M - F	0700-1600
Packup Support	M - F	0700-1600
Deployed Aviation Support	M - F	24 hours
Inventory	M - F	0730-1600
Duty Section	M - F	24 hours
Evening/Weekends/Holidays		
Duty Section (24 Hours)		433-4616 (757) 433-4616

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SOPA ADMIN NORFOLK SUBAREA VA

2. Regional Supply Office (RSO)a. RSO Norfolk

(1) Mission: Provide general and aviation support, including receiving, storing, issuing, packing, shipping, and inventory services to the installation, fleet and fleet squadrons and organizational and intermediate level aircraft maintenance operations at various sites in the Norfolk area. Provide and operate fuel storage, distribution and servicing facilities.

(2) Fleet Functional Support

- (a) Procurement
- (b) Requisition Processing
- (c) Fuel Services
- (d) Material Receipt and Delivery
- (e) Pickup Support
- (f) Aviation Support

(3) Points of Contact (POC)

	<u>BLDG</u>	<u>DSN/COMM</u>
Regional Supply Officer	V-53	564-7676/ (757) 444-7676
Deputy (RSO)	V-53	564-7676/ (757) 444-7676
Procurement	LF-18	564-3872/ ext. 1283 (757) 444-3872
Requisition Processing	V-53	564-3276/ (757) 444-3276
Fuel Services	SP-89	564-8821/ (757) 444-8821
Material Receipt/Delv	IAA	564-3751/ (757) 444-3751
Pickup Support	SP-89	565-9995/

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		(757) 445-9995
Deployed Av Supt	SP-312	564-7166/ (757) 444-7166
Inventory	SP-89	565-9811/ (757) 445-9811
Duty Supply	SP-312	564-7770 (757) 444-7770 cell 403-6158

(4) Hours of operation

	<u>DAYS</u>	<u>TIME</u>
Weekdays		
Main Supply	M - F	0700-1600
Customer Service	M - F	0700-1600
Procurement	M - F	0700-1600
Fuel	M - F	0700-1600
Matl Recpt/Delv	M - F	0700-1600
Packup Support	M - F	0700-1600
Deployed Av Supt	M - F	0700-1600
Inventory	M - F	0700-1600
Duty Section	M - F	24 hours

Evening/Weekends/Holidays

Duty Section (24 hours)

NAVPHIBASE LITTLE CREEK SITE

	<u>BLDG</u>	<u>COMM/DSN</u>
Site Manager	3015	(757) 462-7430/ 253-7430
Customer Support	3015	(757) 462-7514/ 253-7514
Minor Plant Property	3015	(757) 462-8934/

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253-8934

Receiving/Delivery	3090	(757) 462-8706/ 253-8706
Fuels (Contr Mgr)	3860	(757) 462-7492/ 253-7492
Fuels (Cor)	3015	(757) 462-7514/ 253-7514
Fuels (Records)	3015	(757) 462-8938/ 253-8938
Procurement	3015	(757) 462-7499/ 253-7499
Shipping	3090	(757) 462-7228/ 253-7228

Hours of Operation

	<u>TIME</u>	<u>DAYS</u>
Main Supply	0700-1600	M - F
Customer Support	0730-1600	M - F
Receiving/Delivery	0700-1600	M - F
Fuels	0700-1630	M - F
Procurement	0700-1630	M - F
Shipping	0700-1630	M - F

HAZARDOUS SITE

	<u>BLDG</u>	<u>COMM/DSN</u>
Site Manager	NH-140	(757) 836-1893/ 836-1893
Customer Service	NH-140	(757) 836-1890/ 836-1890
Receiving/Warehouse	HM-35	(757) 836-1777/ 836-1777

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Hours of Operation

	<u>TIME</u>	<u>DAYS</u>
Customer Service	0730-1600	M - F
Receiving/Warehouse	0730-1600	M - F

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SOPA ADMIN PORTSMOUTH SUBAREA VA

3. Regional Supply Office (RSO)a. RSO Portsmouth

(1) Mission: To provide supply support to the installation commander and to Program Managers with storefronts at the installation.

(2) Fleet Functional Support (NAVSHIPYD Norfolk)

(a) None

b. FISC Norfolk/FISC ANNEX NAVSHIPYD(1) Mission: See Subgroup 4400.(2) Fleet Functional Support (NAVSHIPYD Norfolk)

(a) The source of supply for ships at NAVSHIPYD Norfolk is the Norfolk. FISCNORVAINST 11000.1 series, SERVICE TO SEAPOWER, and Subgroup 4400 of this manual provides instructions for requisitioning material and services from that activity.

(b) The FISC Annex at the NAVSHIPYD Norfolk, established to support NAVSHIPYD Norfolk, is not a general stocking activity and is authorized to issue supplies to forces afloat **only in cases of emergencies** which prevent obtaining the material from FISC Norfolk. Shipboard personnel requiring supplies or having supply related problems during normal working hours are to call the FISC Norfolk Customer Assistance Branch (IPG 1) or Customer Service Center (Bearer Pickup) (See paragraph 4400.1 of this instruction for more details). The FISC Annex main office, Building 1500, 2nd floor, can also be contacted during normal working hours for general assistance and guidance, telephone 396-8800.

1. Emergency Requirements Outside Normal Working Hours. NAVSHIPYD Norfolk Supply duty section is stationed on the 2nd floor, Building 1500, 396-8893, and is available as follows:

Monday thru Friday	- 1530 - 2330
Saturdays	- 0800 - 1630
Sunday & Holidays	- 0800 - 1630

Outside of the above hours the Supply Duty Officer may be reached through the shipyard watch office, telephone 396-8615.

2. Delivery of Supplies

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a. DDNV Norfolk: Under normal conditions, ships in repair will coordinate pickup/deliveries of requisitioned materials with DDNV.

b. Shipyard Annex: The shipyard annex (Code 561.1, 396-3231) will make arrangements with vessels in repair to pickup ship requisitioned material that periodically arrives at Building 276.

c. Local Deliveries: For local deliveries of material, contact PWC Norfolk 444-7141. For packaging and shipment of material, contact DDNV Norfolk 444-2512. NAVSHIPYD Norfolk (Code 561.4) may provide packing and shipping services if workload permits, call, 396-7211.

3. Personal Property: See SOPA manual, TRANSPORTATION.

4. Shipment of Material. Contact PWC Norfolk 444-2088 for vehicles.

5. Space Ashore, Temp Storage

a. Temporary storage known as courtesy storage is provided by NAVSHIPYD Norfolk, FISC Norfolk Supply Annex, as space is available. Code 560 is the point of contact located in Building 276, 396-3141.

6. Technical Assistance

a. FISC Norfolk Annex, NAVSHIPYD Norfolk, maintains a complete current technical library and its Technical Branch is staffed with qualified technicians. Technical assistance is available to representatives of other activities, ships, etc. The Technical Branch, Code 514, is located in Building 1500, 2nd floor. Although personal contact is normally more beneficial, ship personnel may contact the Technical Division on telephone 396-8400 or 396-8401.

7. Materials turned into store

a. Vessels desiring to turn material into store must contact the FISC Norfolk repairables coordinator, Code 102, 444-4423.

8. Clothing

a. Atomic, biological, and chemical (ABC) WARFARE protective clothing. Submit requisition for ABC clothing to the Fleet Service Office, Building W-135, FISC Norfolk.

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b. Special clothing. Submit requisitions for special clothing to the Fleet Service Office, Bldg. W-135, FISC Norfolk.

c. Renovation of special clothing. See FISCNORVA INST 11000.1 series.

d. Material and services under open-end contract. Obtain the following material and services in accordance with FISCNORVA INST 1100.1 series:

Dry Cleaning

Gases, compressed

Ice

Laundry Services

Mattresses, renovated, cleaning

Provisions

Repair of Labor Saving Devices

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SOPA ADMIN YORKTOWN SUBAREA VA

4. Regional Supply Office (RSO)a. RSO Peninsula

(1) Mission: Provide supply support to fleet & shore customers located at Cheatham Annex (CAX) and WPNSTA Yorktown.

(2) Fleet Functional Support

- (a) Procurement
- (b) Requisition Processing
- (c) Fuel Services
- (d) Temporary/long term storage space
- (e) Personal Effects Processing

(3) Points of Contact (POC)

	<u>BLDG</u>	<u>DSN 953/COMM</u>
Regional Supply Officer (CAX)	108	(757) 887-7100
Asst RSO (CAX)	108	(757) 887-7108
Customer Svc (CAX)	Whse 1	(757) 887-7111
Customer Svc (Yorktown)	Shed 8	(757) 887-4644
Duty Section	W143 FISC Norfolk	(757) 443-1155

(4) Hours of operation

	<u>DAYS</u>	<u>TIME</u>
Weekdays		
All Services	M - F	0700-1630

Evening/Weekends/Holidays: call FISC Norfolk Duty Section (See paragraph 4400.10).